Basic Records Management: An Introduction for Local Governments

Records Management Services
& Archives of Michigan
Michigan Historical Center
Department of History, Arts and Libraries



Course Overview

- Part I: Records Management in Michigan
- Part II: E-mail Retention
- Part III: Record Reproduction
- Part IV: Preservation
- Part V: Additional Resources



Part I: Fundamentals

- History of the Records Management Services
- Laws
- Services provided
- Public records
- Retention and Disposal Schedules
- Inactive record storage
- Confidential records destruction



Michigan Department of History, Arts and Libraries

- Michigan Historical Center
 - Records Management Services
 - Archives of Michigan
 - Michigan Historical Museums
 - Office of the State Archaeologist
 - Michigan History Magazine
 - State Historic Preservation Office
- Library of Michigan
- Michigan Council for the Arts and Cultural Affairs
- Michigan Film Office
- Mackinac State Historic Parks



Origins

1913: Michigan Historical Commission (Archives of Michigan)

1950: Little Hoover Commission

1951: State Office Building Fire

1952: Records Management Legislation

1954: State Records Center Opens

2001: Department of History, Arts and

Libraries (HAL) created

2002: Executive Order moves RMS from DMB

to HAL



Re-organization

- RMS moved from DMB to HAL
- Reports to the Michigan Historical Center
- Alignment of the Archives of Michigan and the Records Management Services
- 2004: State and local government records management services are merged



Laws

- M.C.L. 15.231-15.232
- Freedom of Information Act, Definitions
- M.C.L. 18.1284-1292
- Management and Budget Act, Records Management
- M.C.L. 399.1-10
- **Historical Commission Act**
- M.C.L. 750.491
- Penal Code, Public Records
- Note: The Michigan Compiled Laws are available online at http://www.legislature.mi.gov/.

Records Management Services

- Retention and Disposal Schedule development, review and approval
- Recordkeeping system consulting
- State of Michigan master contract administration (microfilm and imaging)
- Education and training
- Records Center operations (state agencies only)



Public Records

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended), defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."



Retention and Disposal Schedules

- List of records series created and maintained by an agency
- Include records in all formats: paper, microfilm, digital images, databases, photos, maps, etc.
- Identify how long records will be kept
- Identify records with historical value that will be preserved by the Archives of Michigan
- Identify when certain records can be destroyed



Schedule Approval Process

- Approved schedules have the force of law
- Schedules are approved by:
 - Agency representative
 - Records Management Services
 - Archives of Michigan
 - State Administrative Board



The Value of Public Records

- Keep records as long as they have value:
 - Operational/Administrative Value
 - Fiscal Value
 - Legal Value
 - Historical/Archival Value
- Destroy records when their value ceases to exist



General Schedules

- Identify records that are common to a particular function or type of agency (schools, law enforcement, clerks, etc.)
- Promote consistent retention practices
- Reduce duplication of effort
- Public records not listed on a general schedule must be listed on an agency-specific schedule



General Schedules

- 1. Nonrecord Material Defined (approved 11-16-2004)
- 2. Public Schools, Michigan Department of Education Bulletin No. 522, Revised (approved 9-5-2006)
- 3. County Registers of Deeds
- 4. County Treasurers
- 5. County Social Services
- 6. County Clerks (approved 5-3-2005)
- 7. Local Health Departments (approved 10-5-2004)
- 8. Municipalities (The Records Management Handbook: Guidelines and Approved Retention and Disposal Schedule for Cities and Villages is available from the Michigan Municipal League.)

General Schedules

- 9. County Roads Commissions
- 10. Townships (The <u>Michigan Township Record Retention</u> <u>General Schedule</u> is available from the <u>Michigan Townships</u> <u>Association</u>.)
- 11. Local Law Enforcement (approved 8-2-2005)
- 12. Friends of the Court (replaced by #16, see below)
- 13. District Courts (replaced by #16, see below)
- 14. Probate Courts (replaced by #16, see below)
- 15. Circuit Courts (replaced by #16, see below)
- 16. Michigan Trial Courts (approved 8-7-2001)
- 17. Public Libraries (approved 1-18-2005)



New General Schedules

- The following schedules are under development. They will be published on the RMS website when they are approved.
 - Trial Courts
 - Fire Departments
 - **9**11
 - Emergency Management
 - Registers of Deeds (revision)
 - Prosecuting Attorneys
 - County Treasurers



Agency-Specific Schedules

- Cover records not listed on general schedules
- Records may be unique to a particular office
- Specific schedules always supersede general schedules



Nonrecord Material

- Full definition in General Schedule #1.
- Includes drafts, duplicates, convenience copies, publications and other materials that do not document agency activities.
- Can be disposed of when they have served their intended purpose.
- Sometimes multiple offices possess copies of the same record. Only the "office of record" is responsible for following the retention period that is specified. Duplicates do not need to be retained.

Developing Schedules

- Inventory the records in the office
 - Survey filing systems: paper, microfilm and electronic
 - Use inventory forms to collect information (HAL-507)
- Determine how long records are needed
- Complete the Retention and Disposal Schedule form (MH-43)
 - Describe the records—why are they created, what information do they contain
- Submit the draft schedule to RMS for review and approval
- RMS will route the schedule to the approving agencies
- RMS will return the approved schedule

Inactive Record Storage

- Storing paper is cheaper than converting to microfilm and digital imaging
- Proper environmental conditions (temperature and humidity controls) and security (fire and theft prevention) are required
- If storage space is not available within government facilities then a vendor should be selected



Selecting a Records Storage Vendor

- Reputable company
- Security controls
- Disaster prevention
- Facility is sound
- Courier services
- Company policies
- Environmental controls
- Customer services
- Fees



Disposition of Records

- Effective May 13, 2004, local governments are <u>no longer required</u> to submit a Certificate of Records Disposal (MH-38) to the State of Michigan prior to disposing of public records
- Note: Courts must continue using the MH-38 until GS #16 is revised.
- If the retention period specified on the schedule has been met, the records may be destroyed or transferred to the Archives
- Certified Document Destruction, attention: Brian Dorosz, 1-800-433-7876

Part II: E-mail Retention

- Quiz
- Liabilities
- Categories of e-mail
- Responsibilities
- Storage options



35 Years Worth of E-mail

- E-mail was invented in October 1971.
 - Technology to support sending electronic messages between computers in different locations.
- E-mail use increased steadily over the past 15 years, and the trend will continue.
- Today, most employees cannot function effectively at work without e-mail.



Quiz: True or False?

- Q. My information technology department automatically deletes all e-mail in the system after 90 days, so I am not responsible for keeping email beyond that period of time.
- A. FALSE: We don't keep all paper records for only 90 days. If an e-mail message is related to a contract, we need to keep it as long as all other contract records. If the message is related to a personnel issue, we need to keep it as long as all other personnel records.



- Q. Approved record Retention and Disposal Schedules provide the only legal authorization to destroy public records in Michigan.
- A. TRUE: If a record is not listed on an approved schedule it cannot be legally destroyed.
- Q. I am the only person who can see the messages in my government e-mail account. It is private.
- A. FALSE: Information technology staff and management may choose to monitor the activity in your e-mail account. In addition, the messages may become the subject of a FOIA request or litigation. If this happens, legal staff may review your e-mail messages to find evidence.

- Q. I only have to worry about record retention for email messages that are in my inbox.
- A. FALSE: You are the "person of record" for messages that are in your "sent mail" folder. In many cases, record retention is more important for those messages.
- Q. If I am one of 50 people who receive a message, and I do not have to fulfill an assignment as a result of that message, then I can destroy it.
- A. TRUE: The sender should retain the message, as well as any employees who are assigned a task as a result of the message.

- Q. I can delete personal appointments from my work calendar after the event has taken place.
- A. TRUE: It may be useful to put personal appointments that take place during the workday on your work calendar, so co-workers do not schedule an activity when you are not available. However, only work-related appointments need to be retained for 2 years.
- Q. I should create a folder called "e-mail" and store all of my e-mail messages in it.
- A. FALSE: E-mail messages should be stored in topical folders with other paper or electronic records that document the same business process.

- Q. If I receive a request for information that is on our agency website, and I provide the individual with a link to the information, then the messages are "transitory."
- A. TRUE: These types of messages, do not document any decisions.
- Q. It is best to save all e-mail messages that I send and receive, in case I need to prove I did something.
- A. FALSE: It is best to destroy e-mail messages that have fulfilled their retention period so they do not waste space on the computer system. Also, these messages could become a liability if a FOIA Michigan request or litigation discovery request is received.

E-mail Liabilities

- President Bush sent his last e-mail message prior to his 2001 inauguration. He told family and friends that all correspondence would become public record. He wants to prevent disclosure of "personal stuff."
- U.S. Attorney General Alberto Gonzales is concerned that "perfectly innocent" communications could be "twisted" by administration critics. "I don't get e-mail and I don't send e-mail."

E-mail Liabilities

- Oliver North thought incriminating e-mail messages related to Iran-Contra had been safely deleted. "Wow, were we wrong."
- Oregon's worker compensation insurer (a state agency) was held in contempt of court and fined over \$1 million for routinely deleting e-mail, including messages that had been requested by the public and the court.



E-mail and FOIA

- If a message still exists (in active accounts, on backup tapes, etc.) when a FOIA request is received, it must be evaluated by legal staff for release.
- If messages are destroyed on a regular basis, in accordance with approved Retention and Disposal Schedules, they may no longer exist when a FOIA request is received. Agency will not be penalized for not releasing the record.



E-mail and Litigation

- Immediately cease all destruction of relevant e-mail in active accounts and on backup tapes when litigation is imminent.
- Government agencies do not want to be charged with destroying evidence.



Litigation and FOIA

- Finding and releasing e-mail can be timeconsuming and costly.
- E-mail can be retained in a lot of places, by a lot of people.
- Notify all responsible parties to stop destroying relevant messages once a request is received or anticipated.
- Keep your records organized.
- Know who has what.



Four Categories of E-mail

- Official Records: recorded information that is prepared, owned, used, in the possession of, or retained by an agency in the performance of an official function.
- Transitory Records: records relating to agency activities that have temporary value and do not need to be retained once their intended purpose has been fulfilled.



Four Categories of E-mail

- Non-records: recorded information in the possession of an agency that is not needed to document the performance of an official function.
- Personal Records: records that document non-government business or activities. Note: agencies may have policies that prohibit the use of personal e-mail with government technology resources.

E-mail Retention

- Official Records: Retain according to agencyspecific and general schedules
- Transitory Records: Retain for up to 30 days
- Non-records: Destroy ASAP
- Personal Records: Do not use government technology resources



Who is Responsible for Retention?

- Official Records: Senders are the "person of record"
- Official Records: Recipients may need the record to support business functions
- Transitory Records: Retain until task or activity is completed
- Non-records: Informational copies do not need to be retained



Employee Responsibilities

- Decide which messages to keep and which to destroy.
- Empty e-mail trash bins to purge deleted messages frequently.
- File the messages that are retained in an organized filing system.
- Identify which retention schedule mandates the message's retention or authorizes its destruction.



Management Responsibilities

- Ensure that Retention and Disposal Schedules are accurate and comprehensive.
- Adopt and distribute an e-mail retention policy for staff.
- Communicate with relevant employees, attorneys and information technology staff when a FOIA request is received or when litigation appears to be imminent.



E-mail Retention Policies

- Local governments should adopt a policy
- Define responsibilities
- Define authorized storage options

 RMS published a model policy (fill-in-theblank) on our website



Attorney Responsibilities

- Counsel must actively oversee and direct the discovery and preservation process—merely issuing an order or memo is not enough.
- Counsel must meet with key players in the litigation to ensure they understand their role and duties.
- Counsel must take steps to protect relevant records.
- Counsel must be familiar with the client's document retention policies.
- The litigation hold instructions must be reiterated regularly and compliance must be monitored.



Information Technology Responsibilities

- Define backup processes in writing.
- Purge backup tapes on a regular basis to ensure that deleted e-mail messages cannot be recovered.
- Organize and index backup tapes so requested information can be located.
- Work with attorneys to protect e-mail messages that are needed as evidence.
- Note: It may be challenging to fulfill these responsibilities if the local government contracts with an e-mail service provider (such as Yahoo, MSN, etc.).

E-mail Storage Options

- E-mail software is not intended/designed to be a records storage/retention tool.
- Some government employees are permitted to use the e-mail system for recordkeeping.
- Employees are responsible for:
 - Organizing messages to facilitate retrieval
 - Manually purging messages that have fulfilled their retention requirements



E-mail Storage Options

- Some government employees must store messages outside of the e-mail system for recordkeeping.
- Messages should be stored with the other records for the business process.
- Options:
 - Print and file messages in a hard copy system destroy electronic copy
 - Save the messages on a network drive
 - Move messages to the e-mail system's archive
 - File messages in a Records Management Application repository



Storing E-mail

- Each option has pros and cons.
- No "one size fits all" solution.
- Information technology staff and management need to select the option that best fits the available technology and resources.
- Acceptable storage options should be defined in the e-mail retention policy.



Tips for Reducing Account Size

- Keep it Clean: Make retention decisions right away. The longer you wait to clean out messages, the harder it will be to remember which messages are important.
- Message Strings: Retain only the last message in the conversation, if it includes the content of all the previous messages.
- Calendars: Retain appointments for 2 years.
- Trash: Empty trash bin daily.



E-mail Retention Checklist

Ask yourself the following questions:

- Do I need to keep this message to document my work? Is it evidence?
- Is the message string completed, or could additional messages follow that I will want to retain?
- Are the other records about this topic/issue/case kept in a hardcopy file or an electronic file?
- Is this a message that my co-workers are receiving too? Am I responsible for retention or is someone else responsible?
- Should this message be stored in a shared file? Do my co-workers need to access it?

Additional Resources

Materials on the CD and website

- Frequently Asked Questions about E-mail Retention
- E-mail Retention Guidelines
- Model E-mail Retention Policy
- E-mail Storage Options
- File Plan Template



More Training

- E-mail Retention Class
- Free web-based user training
- Course takes 30-45 minutes to complete
- Available at:
 - http://www.quicknowledge.com/qk/hal/email
- Users will need to fill out a registration profile.
 Please enter the Quickey Code: EMAILHAL in the field at the bottom of the registration page.
- The course catalog will open once users submit their registration. Select the State of Michigan E-mail Retention Training from the catalog and follow the instructions to start taking the class.

Part III: Record Reproduction

- Laws, standards and best practices
- Digital imaging vs. microfilming
- State of Michigan master contracts



Records Reproduction Act

- Formerly known as the Records Media Act
- MCL 24.401 24.406
- Regulates the reproduction of public records by Michigan government agencies at all levels
- Requires HAL to develop technical standards regarding
 - Microfilm
 - Digital imaging
 - Digital migration



Why Do We Need a Law?

- Authenticity: ensure that the reproduction is an accurate substitute for the original, and can be used as evidence in court
- Accessibility: ensure that the record remains usable during its entire retention period (as specified on the Retention and Disposal Schedule)



Standards

- HAL has drafted the following standards:
 - Capture of Digital Images from Paper or Microfilm
 - Capture of Microfilm from Paper
 - Capture of Microfilm from Digital Images
- To Do List:
 - Digital Migration
 - Under development by ARMA International



Document Imaging Systems

- Advantages
 - Density of storage
 - Multiple access
 - Quick retrieval
 - Elimination of misfiles and missing documents
- Disadvantages
 - Technological obsolescence
 - Expense
 - Software and hardware dependent



Digital Imaging Standard

- Compression: T-4, T-6 (formerly group III, IV)
- Format: any format with lossless compression
- Resolution: 200dpi 300dpi
- Sample for quality (testing)
- Written quality assurance procedures
- Media: any media with appropriate level of security and certainty of recovery



Microfilm Systems

- Advantages
 - Space savings
 - Convenience of duplication/enhanced security
 - Satisfies long-term storage requirements
- Disadvantages
 - Expense
 - Turn around time (long capture process)
 - Serial nature of retrieval



- Format: focus on roll film
- Reduction ratio: application specific
- Resolution (minimum)
 - Planetary camera: 90 line pairs per mm
 - Rotary camera: 120 line pairs per mm
- Density (range)
 - D-MAX: .80 1.20
 - D-MIN: not greater than .60
 - Base-Plus-Fog: not to exceed .6



Targets

- Beginning of roll
 - Density/resolution target
 - Start target/certificate of authenticity
- Middle of roll
 - Flash targets, correction targets, omission targets, retake targets, etc as necessary
- End of roll
 - End target/certificate of authenticity
 - Density/resolution target



- Film leader/trailer: not less than 3 ft
- Media: LE-500
 - Duplicate if to be used more than 10 times
- Processing: within 2 weeks of capture
 - Test for residual thiosulfates once per week
 - Not more than 0.014 g of thiosulfate ion per m²
- Splicing: no more than one per roll
 - Butt splice, no rubber adhesives



- Retakes: no more than three per roll
 - Not to exceed 2 linear feet of film
- Expungement:
 - By court order or approved retention schedule
 - Abrasion method
 - Certificate documenting authority to expunge
 - Sample for quality (step test)
- Quality assurance procedures: must be written



Microfilm from Digital

- Reduction ratio: application specific
 - Shall not lose legibility or crop content
- Resolution: controlled at scanner
 - Film device shall have a self test to ensure all pixels are consistently available for recording purposes
- Image sequencing: organized in a manner to facilitate retrieval



Microfilm from Digital

Targets

- Beginning of roll
 - Manufacturers supplied writer test targets/self-test
 - Start target/certification of authenticity
- Middle of roll
 - flash targets, correction targets, omission targets, retake targets or addition targets as necessary
- End of Roll
 - End target/certification of authenticity
 - Manufacturers supplied writer test targets/self-test



Microfilm from Digital

- No splicing
- No retakes
- All other issues same as microfilm standard



Best Practice Documents

- HAL has drafted the following best practice documents:
 - For the Reproduction of Public Records
 - For the Capture of Digital Images from paper or Microfilm
 - For the Capture of Microfilm from Paper
 - For the Capture of Microfilm from Digital Images



Common Threads

- Records must...regardless of the format
 - Be authentic
 - Be reliable
 - Have integrity
 - Be usable and accessible
- Agency responsibilities
 - Management of records and information for the life of the retention schedule



An authentic record is...

- One that can be proven to be what it professes to be
- To have been created or sent by the person claiming to have created or sent it
- To have been created or sent at the time



A reliable record is...

- One whose contents can be trusted
 - A full and accurate representation of the transactions, activities or facts to which they attest
- Can be depended upon in the course of subsequent transactions or activities



The integrity of a record refers to...

- Being complete and unaltered
- Protected against unauthorized alteration



A useable record can be...

- Located
- Retrieved
- Presented
- Interpreted
- Distributed



Reproducing Public Records

- Record keeping options
 - Paper, Microfilm and Imaging
 - Other options
 - Business process re-design, born electronic solutions, retention schedule changes, etc.
 - Pros and cons of each option
 - Certain public records which may be suited for each option
 - Sometimes a combination of options may be appropriate

Reproducing Public Records

- Difference between backup and redundancy
- Risk assessment to determine appropriate solution(s)
- Business analysis
 - Needs analysis
 - Feasibility study
 - Cost analysis



Reproducing Public Records

- Strive to obtain 500%
 - 100% certainty of recovery of 100% of the records
 - 100% certainty of security of 100% the records
 - **100%** of the time

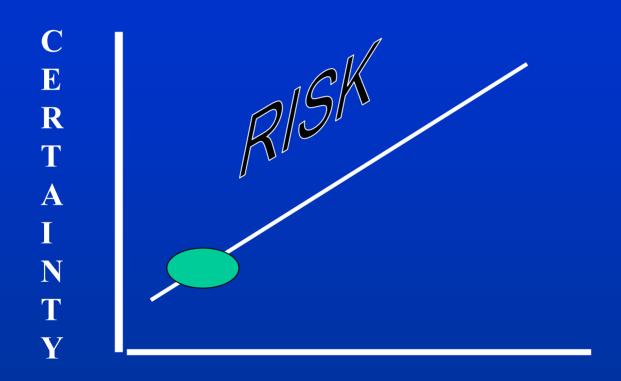


Risk of Negative Impact from Loss



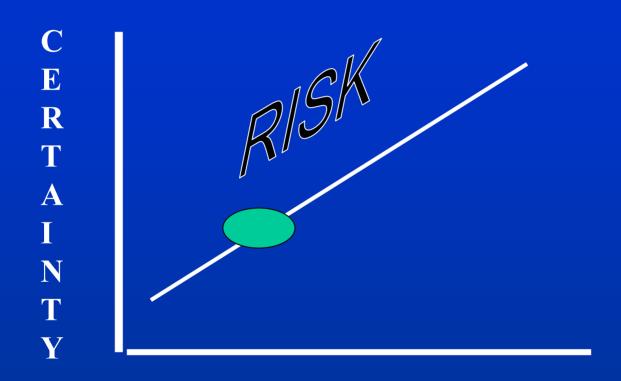


Paper Stored in a Common Area



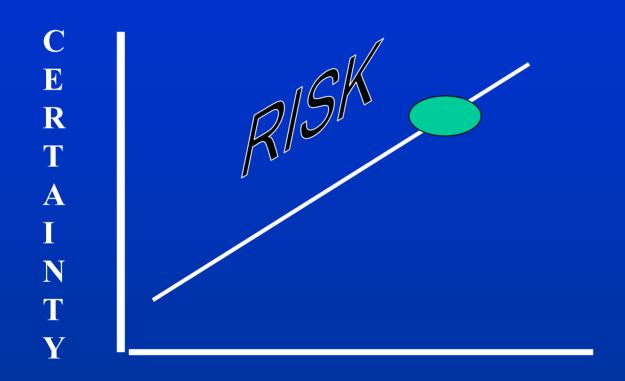


Paper Stored in a Fireproof Vault



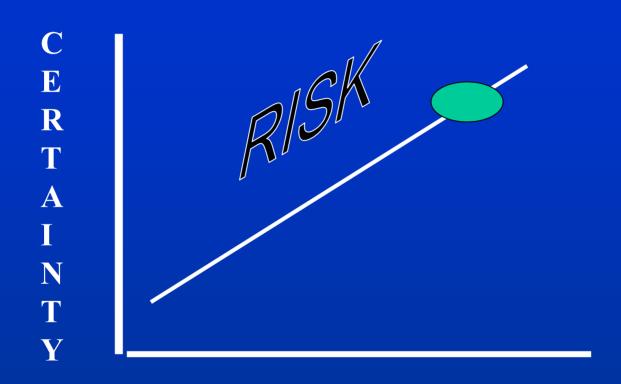


Paper with Microfilm Redundancy



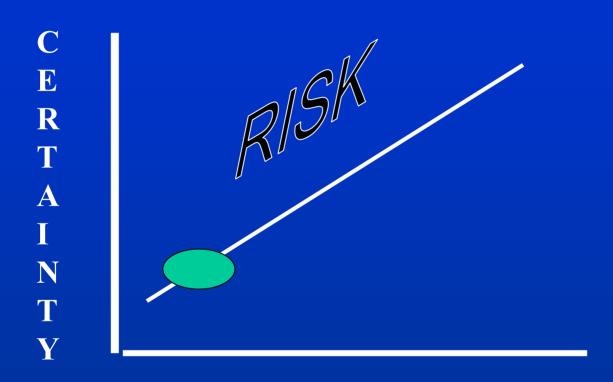


Microfilm with Use Copy



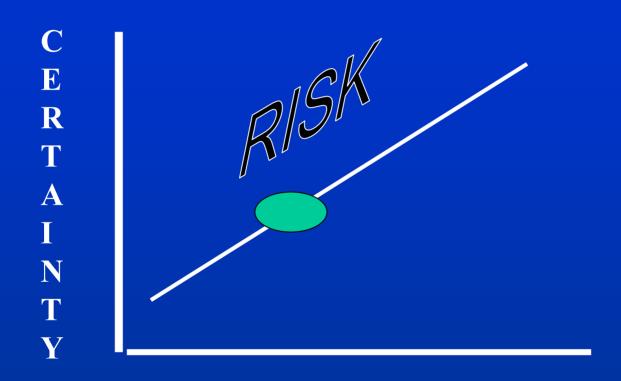


Images on a CD/DVD



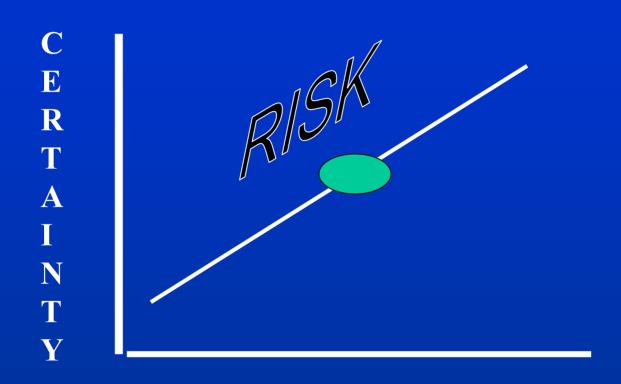


Imaging System/Standard Backup



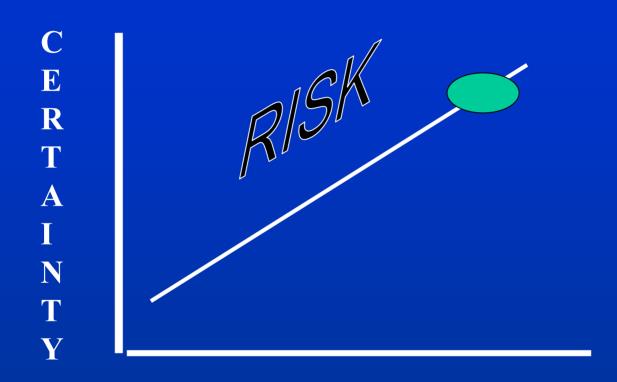


Imaging System/RAID & Backup





Imaging System/Microfilm Backup





How to Mitigate Risk?

- Select appropriate systems
- Policy
- Procedure
- Documentation
- System security
- System backup
- Redundancy



Other Best Practice Documents

- Expand on each standard
 - Microfilm
 - Imaging
 - Microfilm from digital image
- Recommendations beyond the actual requirements
- Explanation of why each requirement is important



- Is "image only" acceptable for management of public records.
 - It is up to you as public servants to understand the risks associated with doing so.



- Does the 10 year rule still apply?
 - The new standards do not specify a time line after which a "eye readable" copy is required.
 - This is a matter of risk you as public servants are willing to take.



- Is microfilm from digital images now acceptable?
 - Yes
 - Standards are similar to those for microfilm from paper documents.



- Is optical disc or CD required for storing images?
 - No, any applicable media identified in the Records Reproduction Act may be used
 - CD's do not guarantee longevity of digital images
 - It is the responsibility of the "agency" to ensure authenticity, reliability, integrity and accessibility



- What about media not yet commercially available?
 - The law allows HAL to pilot new media and/or write standards which will allow the use of technologies as they become available.



Why so many documents?

- Standards
 - Required by the Records Reproduction Act
 - Requires an approval process
 - Have the effect of law
- "Best Practice" documents
 - Educational tools
 - Elaborate on the why's and how's
 - Can be added to, expanded and changed as needed



Master Contracts

- Microfilm conversion (from paper or images)
- Imaging conversion (from paper or microfilm)
- Microfilm storage
- Microfilm inspection and repair
- COM and COLD production



Additional Benefits

- Contracts were competitively bid (do not need to re-bid to procure the services)
- RMS monitors vendor compliance and resolves issues
- RMS develops the SOW to help agencies get the services they need, instead of the services a vendor wants to sell



Contact Information

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Part IV: Preservation

- Archives of Michigan
- Storage environments and disaster planning
- Depository agreements



Mission

- The Archives of Michigan identifies and permanently preserves public and private records that document significant government activities and historic eras/events.
- Historically significant public records:
 - Document how government operates
 - Protect the rights of citizens
 - Document society or important events

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11-100 (0782) by Jarris (Martin Deputy Clerk

Archival Records are Unique

- Three Archival Priorities
 - Document historically significant events and the process of government through collection of materials.
 - Preservation/security of historical records.
 - Make records available to researchers/public.



Is this your office? We can help!





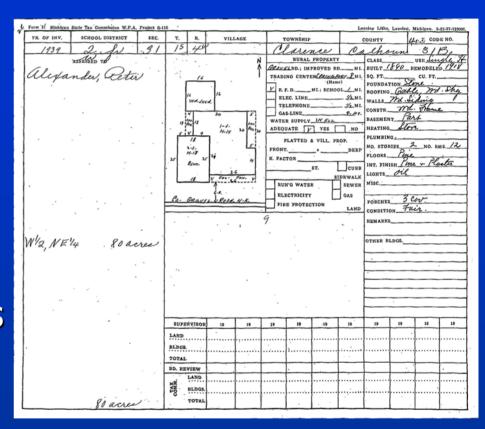
Retention and Disposal Schedules

- Archives of Michigan reviews and approves schedules.
- Identifies records with archival value, and authorizes their transfer to the Archives.
- Local governments can contact the Archives if they need assistance with questions or access issues, such as FOIA requests.



Examples of Archival Records

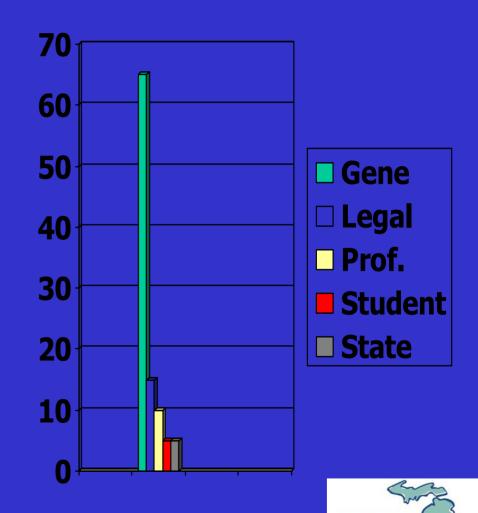
- Naturalization records
- Circuit court case files
- Tax rolls
- Sanatorium patient records
- Poor farm records
- Property inventory cards (equalization cards)
- Log marks registration
- Licensed professional registrations





Research Patterns

- Genealogists
- State employees
- Students
- Legal profession
- Professional researchers (hired, professors, surveyors)



Michigan

Storage Environments

65° F

68° F

68° F

68° F

68° F

65-75° F

68-72° F

35-45%

45-55%

35-40%

45-55%

45-55%

30-50%

45-49%

Scolage Livilolilicità			
Media	Temperature	Relative Humidity	
Paper	68° F	55%	

Paper

Magnetic

Microforms

Photographs

Optical Disks

Combined

Negatives

Slides

Conservation

Archives can advise on basic conservation concerns

- Refer to professional conservators
- Consult on storage questions
- List of conservation resources on CD

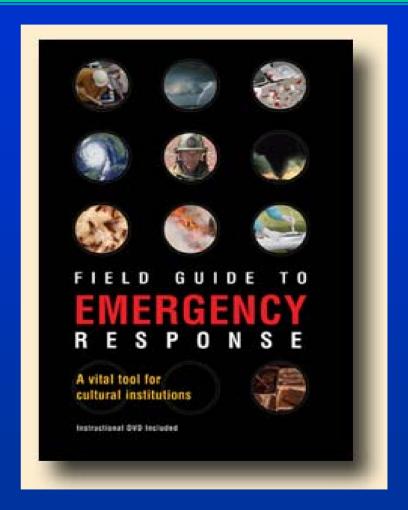




Disaster Planning

- Have a plan--it can happen to you!
- Quick Response Guide
- Guide to Disaster
 Preparedness and

 Response





Electronic Records

- Include digital images, e-mail, databases, word processed documents, spreadsheets, CAD, GIS, web pages, etc.
- Dependent upon specific hardware and software to be accessed and used.
- Original technology used to create electronic records will eventually be obsolete.
- Need to work with information technology staff to develop preservation plans for retaining electronic records long-term (more than 10 years).

Depository Agreements

- Local governments cannot relinquish legal custody of their public records.
- Cannot sell the official copy of a public record.
- Under certain conditions, a local government may deposit (transfer physical custody of) its public records with an alternative institution that is willing to store and provide access to the records.
- Depository agreement will specify the terms of the arrangement.
- Model agreement is included in the Records Management Manual on CD.



Examples of Deposited Records

- Permanent records that the government agency rarely references
- Records with historical value that have fulfilled the minimum retention period listed on the schedule, but are not authorized for transfer to the Archives
- Original paper copy when the government agency will be keeping the microfilm
- Records that do not contain confidential or sensitive information

Potential Alternate Depositories

- Public library
- College/university library or archives
- Local historical society



Transferring Records to the Archives

- Check the Retention and Disposal Schedule first
- Complete the Direct Records Transmittal (MH-85) and send it to the Archives
- Archives of Michigan will contact the office to arrange the transfer



Benefits of the Archives

- Records are made available to public in <u>variety of ways</u>.
- Acid-free storage containers
- Environmentally-controlled storage area
- Fire and theft prevention
- Records are preserved permanently
 - Preserves authenticity
 - Ensure proper order is maintained
 - Protects records from loss or theft







Using Records at the Archives

- Monday and Thursday (9:00am to 1:00pm),
 Tuesday, Wednesday, Friday (1:00 pm to 5:00 pm)
- Closed state holidays
- All records are open to the public, unless they are confidential
- Researchers must show picture ID and will be issued a user card
- Records are used in a monitored reading room
- Questions answered by phone, e-mail, letter and on-site visit
- Some items available online



Part V: Additional Resources

- Contact information
 - Records Management Services
 - Archives of Michigan
- Website tours
- CD



Records Management Services

Department of History, Arts and Libraries

3405 N. Martin Luther King, Jr. Blvd.

Lansing, Michigan 48909

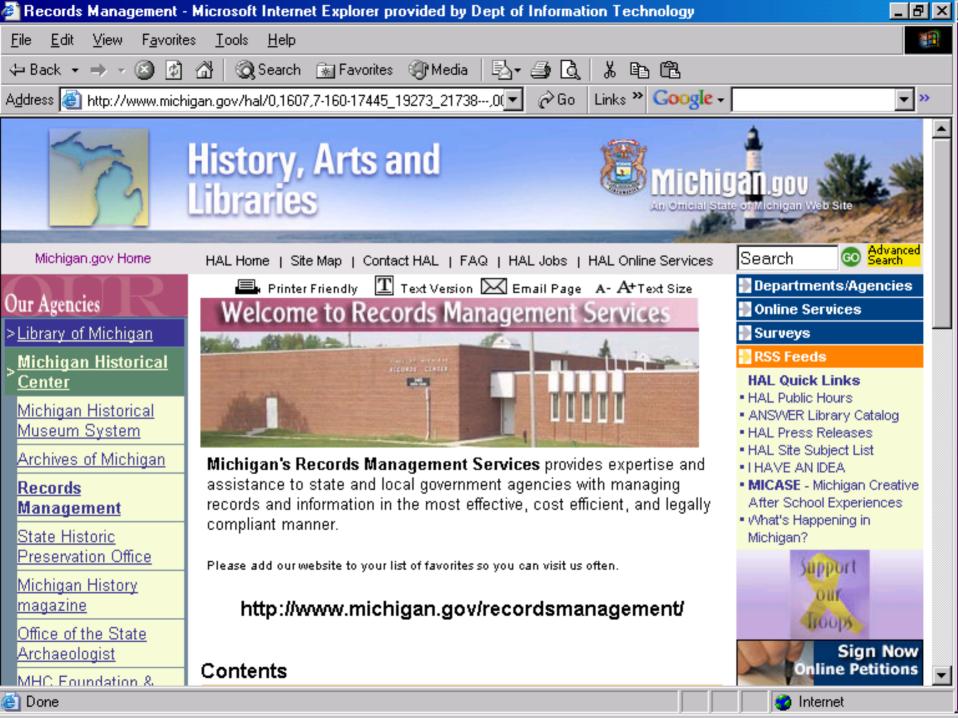
(517) 335-9132

(517) 335-9418 (fax)

recordscenter@michigan.gov

http://www.michigan.gov/recordsmanagement/





Archives of Michigan

Department of History, Arts and Libraries

702 West Kalamazoo Street

Lansing, Michigan 48909-8240

(517) 373-1408

(517) 241-1658 (fax)

archives@michigan.gov

http://www.michigan.gov/archivesofmi/

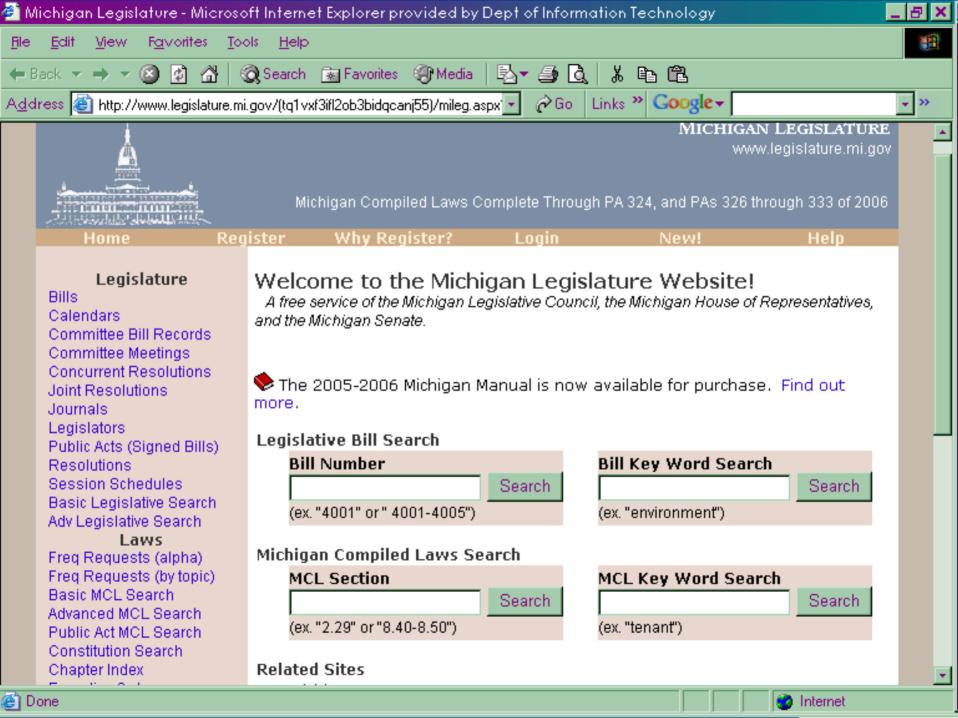




Michigan Legislature

http://www.legislature.mi.gov/





CD

- Contains copies of retention schedules and other resources that are available from the websites.
- Websites will always contain the most current information.



Thank You!

Please fill out the evaluation form before you leave.

